

IHC-1121838-CAC-MP

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling.

DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career with the U.S. Customs and Border Protection (CBP), the sole organization responsible for securing the nation's borders. At CBP, we:

- Secure and facilitate trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please visit our website at: <http://www.cbp.gov/>.

**Who May Apply:** Status Candidates which include:

- Current U.S. Customs and Border Protection employees with competitive status.
- For definitions of terms found in this announcement, please see <http://www.dhs.gov/careers/>.

**Organizational Location:** This position is with the Department of Homeland Security, U.S. Customs and Border Protection, Office of Training and Development, Advanced Training Center, located in Harpers Ferry, WV.

This announcement will be used to fill a GS-15 position under one of five series (GS-1896, GS-1801(Marine), GS-1801(Air), GS-1881, GS-1895). You must apply for each announcement (IHC-1121794-CAC-MP, IHC-1121860-CAC-MP, IHC-1121854-CAC-MP, IHC-1121846-CAC-MP or IHC-1121838-CAC-MP) for which you would like to receive consideration.

**Mobility Agreement:** Selectees will be required to sign a mobility agreement upon acceptance of this position. The target tour length for the purpose of this mobility agreement is three to five years. During or at the conclusion of this time period, the selectee may be required to relocate to another duty location for career development or for other reasons determined to be in the best interest of CBP.

**Note:** One or more selections may be made using this job opportunity announcement.

Travel Required: Occasional Travel

Travel Description: Occasional travel may be required.

Relocation Authorized: Yes

Relocation Authorized Description: Relocation is authorized for this position.

You must successfully pass a background investigation

- Responsible for the management, administration, and technical operation of the "Use of Force Center of Excellence". Directs all aspects of the CBP use of force and firearms program.
- Communicates with senior leadership and provides guidance at national level regarding use of force policy, procedures, equipment, and training.
- Directs the development and implementation of CBP use of force and firearms policies and procedures
- Directs the development of the training curriculum and the training of CBP firearms instructors, armorers, less-lethal instructors and other related training.
- Directs the review of field use of force training and training programs.
- Directs the review of use of force incidents in order to review and/or improve CBP training, tactics, policy and equipment.

You qualify for the GS-15 level if you possess one year of specialized experience at the GS-14 level or equivalent performing duties such as:

- Interpreting and enforcing CBP Laws, operations, law enforcement procedures, policies, and regulations;
- Leading, directing, or providing technical direction to others in performing inspection, intelligence analysis, examination, on Customs and Border security issues.

**Time-in-Grade:** Current Federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the Federal service.

**Competencies:** In addition, the following required competencies must be addressed in your resume:

#### **Leading Others**

Inspires, motivates, and guides others toward goal accomplishment; ensures that staff members are appropriately selected, utilized, and appraised; develops others through coaching and mentoring; identifies and takes steps to prevent situations that could result in unpleasant confrontations; manages and resolves conflicts and disagreements in a positive and constructive manner; identifies training needs; provides constructive

reinforcement; coaches others on how to perform tasks; acts as a source of information.

### **Team Building**

Consistently develops and sustains cooperative working relationships in all aspects of the job; encourages and facilitates cooperation within the agency and between the agency and other organizations; fosters commitment, pride, trust, and group identity.

### **Performance and Results Management**

Takes steps to achieve quality end products; is committed to continuous improvement; ensures that effective controls are in place; holds self and others accountable for meeting expectations; coordinates with other parts of the organization to accomplish goals; develops short and long-range plans that are realistic and appropriately comprehensive; includes contingency plans, as appropriate; monitors and evaluates plans; determines material and human resource requirements and ensures that needed resources are available; focuses on results and on measuring attainment of outcomes.

### **Decision Making and Problem Solving**

Identifies and analyzes problems; distinguishes between relevant and irrelevant information to make logical judgments; provides solutions to individual and organizational problems; draws correct inferences from available information to make sound and well-informed decisions.

### **Creativity and Innovation**


Develops insights into situations and applies innovative solutions to make organizational improvements; creates a synthesis of information from many sources; designs and implements new or cutting-edge programs and processes.

### **Technical Credibility**

Has mastery of the technical knowledge required to perform the job and the jobs of those supervised; knows where to find key information that does not need to be memorized; understands near-term and long-range plans and determines how best to run the program to achieve organizational goals.

The qualifications listed above must be met by Friday, June 13, 2014 and are subject to verification at any stage of the application process.


**Secondary CBPO Coverage:** This position will be filled as a secondary position as provided under the special retirement provision of Public Law 110-161 for Customs and Border Protection Officers (CBPO). In order to be eligible for coverage under this special provision, the employee must meet the definition of a 'secondary' covered CBPO. A 'secondary' covered CBPO is defined as an employee who is directly transferred from a primary position to a supervisory, managerial or administrative position in DHS after performing work for at least 3 years in a CBP Officer, GS-1895; Customs Inspector, GS-1890; Immigration Inspector, GS-1816; and/or Canine Enforcement Officer, GS-1801 position whose duties included activities related to the arrival and departure of persons, conveyance and merchandise at a port of entry, and do not have a break in service of more than 3 days. An employee who has been continuously employed in a secondary position since moving directly from a primary position without a break in service exceeding 3 days is covered under the special provision. More information is available at [http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new\\_cbpo\\_retirement\\_coverage/cbp\\_faqs.xml](http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml), by

contacting the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359 , or sending an email with questions to [cbpo.coverage@cbp.dhs.gov](mailto:cbpo.coverage@cbp.dhs.gov).

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

To begin your online application, click the **"Apply Online"** button and follow the prompts to register or sign into Application Manager. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials must be submitted by 11:59 p.m. Eastern Standard Time on Friday, June 13, 2014

You are not required to submit official documentation as part of your application package. However, if selected, you must provide the required official documentation prior to appointment.

We strongly encourage you to apply online. If you cannot apply online, you may FAX your résumé, assessment questionnaire, and supporting documents to (478) 757-3144 . You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#) using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf).

**If any part of your application is not received, it will be evaluated solely on the information available.**

- **Your resume:** A resume detailing your job-related qualifications is required and must be in English. It should contain each position, title, grade (if Federal), your duties, accomplishments, the dates you held each position, and your work schedule and salary so we may best assess your qualifications.
- **Your responses to the [View Occupational Questionnaire](#)**
- **Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?** Please submit (1) your agency notice, (2) your most recent performance appraisal, and (3) your most recent SF-50, Notification of Personnel Action, noting current position, grade, and duty location.

**It is your responsibility to verify that all information entered, uploaded, or faxed (e.g., resume, veterans documentation, completed assessment, and/or SF-50's) is received and accurate.** Human Resources will not modify or change any part of your application. If a document is not in a legible format, you will not be able to view it in Application Manager and you must again upload or fax the documentation by the closing date of this announcement.

**Applications and supporting documentation will not be accepted by mail or e-mail.** The address below is for inquiries only. If you are unable to apply online, please contact the Hiring Center listed at the end of this job announcement at least two days prior to the closing date. You may apply more than once; however, only your most recent application will be used.

Once you submit your application, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. We will notify you by e-mail after each of these steps has been completed. Your status will also be updated on USAJOBS throughout the process. To check your status, log on to your USAJOBS account, click on "Application Status", and then click "More Information". We expect to make a final job offer within 90 days after the deadline for applications.

For more information on applying for Federal employment, please click [here](#).



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DHS offers competitive starting salaries and an attractive benefits package to include: health insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, life and long-term care insurance, Employee Assistance Program, personal leave days, and paid Federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness program, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) and select

**Drug Testing:** This job has been identified as "testing designated" under our Drug-Free Workplace Program. You will be subject to random drug testing.

**Medical/Physical:** You must pass a pre-employment medical examination administered by the Department of State. Prior to appointment you must be determined physically fit by an authorized government physician to perform strenuous and physically demanding duties. You must also pass a medical examination including vision, hear, cardiovascular and mobility of extremities tests, performed by an authorized government physician.

**Firearms Requirement:** You will be required to carry a firearm while performing duties of this position. Maintaining firearm proficiency is also mandatory. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment. On a quarterly basis, the candidate must meet prescribed firearms qualification requirements.

**Motor Vehicle Operation:** You must possess a valid automobile driver's license at the time of appointment.

**Supervisory Probationary Period:** The Civil Service Reform Act requires first time supervisors and/or managers to serve an 18 month probationary period. You may also be required to complete an appropriate supervisory training course within 90 days of assignment to this position.

**Financial Disclosure:** The applicant selected for this position will be required to file a new entrant OGE Form 450 Confidential Financial Disclosure Report not later than 30 days after assuming this position, and on an annual basis thereafter while encumbering this position. If, however, the applicant has, within 30 days prior to assuming this position, left another position for which the filing of an OGE Form 450 is required and has previously satisfied the reporting requirements applicable to that former position, no new entrant OGE Form 450 shall be required. 5 C.F.R. Section 2634.903.